



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE INTERNATIONAL CONFERENCE ON SEAFARERS' HUMAN RIGHTS, SAFETY AND WELL-BEING ON 01 TO 03 SEPTEMBER 2025

Public Bidding No. 2025-06

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and

Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	5
Section I. Invitation to Bid	10
Section II. Instructions to Bidders	12
1. Scope of Bid	13
2. Funding Information	13
3. Bidding Requirements	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	13
5. Eligible Bidders	14
6. Origin of Goods	14
7. Subcontracts	14
8. Pre-Bid Conference	15
9. Clarification and Amendment of Bidding Documents	15
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	16
12. Bid Prices	16
13. Bid and Payment Currencies	17
14. Bid Security	17
15. Sealing and Marking of Bids	17
16. Deadline for Submission of Bids	18
17. Opening and Preliminary Examination of Bids	18
18. Domestic Preference	18
19. Detailed Evaluation and Comparison of Bids	18
20. Post-Qualification	19
21. Signing of the Contract	19
Section III. Bid Data Sheet	20
Section IV. General Conditions of Contract	23
1. Scope of Contract	24
2. Advance Payment and Terms of Payment	24
3. Performance Security	24
4. Inspection and Tests	24
5. Warranty	25
6. Liability of the Supplier	25
Section V. Special Conditions of Contract	26
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	35
Section VIII. Checklist of Technical and Financial Documents	45

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

**INVITATION TO BID FOR THE PROCUREMENT OF EVENTS ORGANIZER
FOR THE HOSTING OF THE INTERNATIONAL CONFERENCE ON
SEAFARERS' HUMAN RIGHTS, SAFETY AND WELL-BEING ON 01 TO 03
SEPTEMBER 2025**

1. The MARITIME INDUSTRY AUTHORITY, through the FY 2024 General Appropriations Act (GAA) Continuing Appropriations, intends to apply the sum of **Four Million Five Hundred Thousand Pesos (Php4,500,000.00)** inclusive of all applicable taxes chargeable against Fiscal Year 2024 General Appropriations Act (GAA) (Continuing Appropriations), being the ABC. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **MARITIME INDUSTRY AUTHORITY** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Section VI. Schedule of Requirements**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from **MARINA Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the MARINA website and the address given below from Monday to Friday, 09:00 A.M. to 04:00 P.M.
6. A complete set of Bidding Documents may be acquired by interested Bidders from the address given below on **25 July 2025** amounting to Five Thousand Pesos (5,000.00).
7. The MARITIME INDUSTRY AUTHORITY will hold a Pre-Bid Conference on **04 August 2025, 02:00PM** at **MARINA Central Office, Port Area, Manila** and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.

Join Zoom Meeting

<https://us06web.zoom.us/j/89242448420?pwd=LjljboIGUbHmlvUaQ0NaZT2SGozlv1.1>

Meeting ID: **892 4244 8420**

Passcode: **MARINAbac**

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **18 August 2025, 09:00AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid submission and opening shall be strictly observed based on the schedule below. Bids will be opened in the presence of the Bidders limited to only one representative, who choose to attend at the address below. Late bids shall not be accepted.
11. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE/TIME	VENUE
1. Posting of Bid Documents	25 July 2025 - 01 August 2025	PhilGEPS and MARINA Website and Premises
2. Sale and Issuance of Bid Documents	25 July 2025 until 18 August 2025 9:00 A.M. to 4:00 P.M. (except on August 18, 2025 which will be until 08:00 A.M only)	MARINA Central Office, Port Area, Manila
3. Pre-bid Conference	04 August 2025 2:00P.M	MARINA Central Office, Port Area, Manila
4. Receipt of Requests for Interpretation from the Bidders	until 06 August 2025	via email: bacsec@marina.gov.ph
5. Issuance/Posting of Supplemental/Bid Bulletin, if any	until 09 August 2025	PhilGEPS and MARINA website
6. Deadline of Submission of Bids	18 August 2025 09:00A.M	MARINA Central Office, Port Area, Manila
7. Opening of Bids	18 August 2025 10:00A.M	MARINA Central Office, Port Area, Manila

10. The **MARITIME INDUSTRY AUTHORITY** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MARINA BAC Secretariat
10th floor MARINA Building, Bonifacio Drive corner 20th Street
Port Area (South), Manila, 1018
bacsec@marina.gov.ph
(02) 8523-2950

12. You may visit the following websites: For downloading of Bidding Documents:

www.marina.gov.ph

<https://www.philgpeps.gov.ph>

Sgd.

MR. HERBERT V. NALUPA

Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *MARITIME INDUSTRY AUTHORITY* wishes to receive Bids for the Procurement of Event Organizer for the Hosting of the International Conference on Seafarers' Human Rights, Safety and Well Being on 01-03 September 2025, with identification number Public Bidding No. 2025-06.

The Procurement Project (referred to herein as "Project") is composed of one (1) Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The Approved Budget for the Contract (ABC):

The Approved Budget for the Contract is **Four Million Five Hundred Thousand Pesos (Php 4,500,000.00)**, inclusive of all applicable taxes.

2.2. The source of funding is through the FY 2024 General Appropriations Act (GAA) (Continuing Appropriations).

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 Revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1 The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

- 7.2 The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **IT B** Clause 5 in accordance with Section 23.4 of the 2016 Revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3 Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **20th St. corner Bonifacio Drive Port Area Manila** and/or through videoconferencing/webcasting as indicated in paragraph 7 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last five (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration ¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **120 calendar days from the date of bid opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Procurement of Event Organizer Services. b. The Bidder must have completed a single contract that is similar to this Project, five (5) years prior to the deadline for the submission and receipt of bids, equivalent to at least fifty percent (50%) of the ABC.
7.1	Subcontracting is allowed.
12	The price of the Good/Services shall be based on the current market prices and minimum wage orders and other relevant laws.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php 90,000.00 (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 225,000.00 (5%) of ABC if bid security is in Surety Bond.
15	<p>Each Bidder shall submit hard copy of the bid requirements in one (1) big sealed envelope, in this template:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>TO: THE BIDS AND AWARDS COMMITTEE MARITIME INDUSTRY AUTHORITY - CENTRAL OFFICE</p> <p>FROM: _____ (Name of Bidder in Capital Letters)</p> <p>ADDRESS: _____ (Address of Bidder in Capital Letters)</p> <p>PROJECT: _____ BID REF: _____ (In Capital Letters, Indicate the Phrase)</p> <p style="text-align: center;">DO NOT OPEN BEFORE _____ (Date and Time for the opening of bids)</p> </div> <p>Filling-out instructions:</p>

	<p>a) Be addressed to the Procuring Entity's BAC;</p> <p>b) Bear the name and address of the Bidder in CAPITAL LETTERS;</p> <p>c) Bear the Name and Bid Ref. No. of the Project; and</p> <p>d) Contain the name of the project to be bid in CAPITAL LETTERS Bear the warning "DO NOT OPEN BEFORE (Date and time of the opening of bids)"</p> <p>Inside the one (1) big sealed envelope shall contain two (2) sets of sealed envelopes:</p> <ol style="list-style-type: none"> 1. One of the envelopes must contain one original and two copies of eligibility and technical documents duly marked as "original", "copy 1" and "copy 2". 2. The other envelope must contain one original and two copies of the Financial Bid Form duly marked as "original", "copy 1", and "copy 2".
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.</p>

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to MARINA Regional Office - IV, Hinch Building II, Apacible St. Brgy. 10, Batangas City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>INCIDENTAL SERVICES</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, without any additional cost to MARINA:</p> <ul style="list-style-type: none"> a. performance or supervision of start-up of the Supplied Goods; b. furnishing of tools required for maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance of the supplied Goods, for a period of time stipulated in the contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, start-up, operation and maintenance of the supplied Goods. f. as may be required by the Technical Specifications. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>SPARE PARTS –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, as stated in the Technical Specifications.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract.</p> <p>The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> 1. Thru Send Bill Arrangement; 2. Payment shall be within fifteen to thirty (15-30) calendar days upon receipt of the billing invoice/Statement of Account; 3. Payment shall be made through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); 4. The supplier shall provide the bank Account where payment will be credited. Preferably, Landbank Account; otherwise, bank charges shall be borne by the supplier; and 5. With respect to the payment of Microsite requirement, equivalent to 7% of the total contract price, payment shall be made in twelve (12) equal monthly installments over the duration of the contract. Each monthly payment shall be equivalent to one-twelfth (1/12) of the 7% of the total contract price, subject to the submission of inspection and acceptance report and/or

	certificate of satisfactory performance, and subject to applicable government accounting and auditing rules.
4	The inspections and tests that will be conducted are as agreed upon by the Parties.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	<p>PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE INTERNATIONAL CONFERENCE ON SEAFARERS' HUMAN RIGHTS, SAFETY AND WELL-BEING</p> <ul style="list-style-type: none"> • Transportation • Conference Management • Conference Branding 	1 lot	4,500,000.00	<p>01-03 September 2025</p> <ul style="list-style-type: none"> • 30 August - 04 September 2025 from and to the venue and vice versa • Planning and coordination upon receipt of Notice to Proceed until conference proper; • Actual conference execution on 01-03 September 2025 (indicative dates). • Indicative deliverables: <ul style="list-style-type: none"> ○ Major branding elements (e.g. logo, colors) ○ Microsite and invitation-related materials ○ Other materials that will be used during the conference proper - TBD

	<ul style="list-style-type: none"> • Conference Collateral Design and Printing • Development and Management of Online Pre-Registration and Onsite Registration • Development of a Microsite for the Conference 		<ul style="list-style-type: none"> • *Actual deadlines will be decided upon the first coordination meeting with the conference coordinator (depending on the material). • The actual deadline for designs will be decided upon the first coordination meeting with the conference coordinator (depending on the material). • Indicative deliverables: <ul style="list-style-type: none"> ○ Roll-out of online registration system • *The actual deadline will be decided upon the first coordination meeting with the conference coordinator. • Indicative deliverable: <ul style="list-style-type: none"> ○ First launch of the microsite • *The actual deadline will be decided upon the first coordination meeting with the conference
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	<ul style="list-style-type: none"> • Logistics Coordination for Participants Arriving from Abroad • Conference Stage Management and Participant Management • Full Sounds and Lights Set-up with LED Wall • Live Feed and Highlights Video • Livestream • Emcee • Sourcing of Performers 			<p>coordinator.</p> <ul style="list-style-type: none"> • 30 August - 04 September 2025 • September 01-02, 2025 • September 01-02, 2025 • September 01-02, 2025 • September 01-02, 2025 • September 01-02, 2025 • September 01, 2025
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I hereby undertake to comply with and deliver all the above requirements.

Company Name

Name and Signature of Authorized Representative

Date

Section VII. Technical Specifications

Technical Specifications

Project Description	Procurement of Events Organizer for the Hosting of the International Conference on Seafarers' Human Rights, Safety, and Well-being, scheduled from 01 to 03 September 2025
Background	The Maritime Industry Authority (MARINA) , created pursuant to Presidential Decree No. 474 (1974) and an attached agency of the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities to provide the needed logistical requirements for the Hosting of the International Conference on Seafarers' Human Rights, Safety and Well-being on 01 to 03 September 2025
Rationale and Objective	<p>The Philippines will host the International Conference on Seafarers' Human Rights, Safety and Well-being to be conducted on 01 to 03 September 2025. This landmark event is a joint initiative of the Maritime Industry Authority (MARINA) and the Department of Foreign Affairs – United Nations and International Organizations (DFA UNIO). This undertaking's source of funding is through the Fiscal Year 2024 General Appropriations Act (GAA) (Continuing Appropriations).</p> <p>The conference will serve as a platform to address critical issues affecting seafarers, with thematic discussions on:</p> <ol style="list-style-type: none"> 1. Mainstreaming human rights due diligence (HRDD) in the maritime industry, especially during crisis situations; 2. Upholding seafarers' rights in crisis situations; 3. Promoting gender equality and inclusivity in the maritime industry; 4. The future of seafarers and maritime education and training in the context of new technologies. <p>This hosting also supports the Philippines' campaign for IMO Council Category membership for the 2026–2027 biennium, reinforcing its commitment to global maritime leadership and advocacy for seafarers' welfare.</p>
Approved Budget for the Contract (ABC)	The total cost for the procurement of services and facilities needed for this activity shall be Four Million Five Hundred Thousand Pesos (P4,500,000.00) , inclusive of all applicable taxes chargeable against Fiscal Year 2024 General Appropriations Act (GAA)(Continuing Appropriations).
Profile of Participants	An estimated number of 200 High Level Profile (International and National) participants consisting of representatives from IMO Member States, Diplomatic Corps, DOTr, MARINA, DFA, DOLE, DMW officials and employees, national government agencies, business groups, stakeholders and IMO, ILO and UNHRC representatives are expected to attend this activity.

Scope of Services

The Contractor shall provide the following services:

Component	Details	Statement of Compliance
Transportation	<p>Ensuring seamless and efficient transportation arrangements during the Conference:</p> <ul style="list-style-type: none">• Arrange fifteen (15) dedicated late-model standard sedan (model year 2020 or later), suitable for official transport, quality vehicles for attending heads of delegation and speakers for 30 August - 04 September 2025 (fuel fees, toll fees, overtime, parking fees, and optional snacks included)• Arrange two (2) vans for shuttling participants and organizing team personnel for 30 August - 04 September 2025 from and to the venue and vice versa• Transportation for Cultural Visit• Ensure vehicles are well-maintained and clean• On-call vehicle dispatch and replacement in case of breakdown• Assign professional, and courteous drivers in proper uniform and identification cards with knowledge of Metro Manila's routes and traffic conditions• Ensure back-up drivers are available for unforeseen circumstances• Secure permits, as necessary	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either</i></p>
Conference Management	<ul style="list-style-type: none">• Planning, management, coordination, and execution of all logistical and administrative aspects of the conference (indicative program attached);• Coordination with other suppliers to ensure effective and timely delivery of their goods and services;• Onsite troubleshooting any issues that arise during the event, such as technical difficulties or unexpected changes in the schedule.• Arrangement with the necessary partners and the selected venue for the provision of security and mechanisms in place to ensure the safety of the participants and the smooth implementation of the program;• Participation in regular coordination meetings with the MARINA and other suppliers;• Panelist/speaker coordination for their presentations, slides, and tech	

	<p>requirements;</p> <ul style="list-style-type: none"> • Development of event venue design/physical layout render for approval of MARINA ; • Development of event scenario in coordination with MARINA; • Provision of a Transcriptionist; • Develop and coordinate a post-conference program for the participants to visit local sites/tourist spots with the Department of Tourism (to be approved by MARINA) <p>Timeline/Duration:</p> <ul style="list-style-type: none"> • Planning and coordination upon receipt of Notice to Proceed until conference proper; • Actual conference execution on 01-03 September 2025 (indicative dates). <p>Required experience:</p> <ul style="list-style-type: none"> • Must have experience planning and executing international conferences hosted by the Philippine government; • Must have experience executing international conferences <p>Documentary Requirements: (In coordination with the committee in charge)</p> <ul style="list-style-type: none"> - Submit proof of experience in planning and executing international conferences hosted by the Philippine government (e.g., signed agreement/contract and event collaterals and documentation) <p>Submit proof of experience in planning and executing other international conferences and events (e.g. signed contract and event collaterals and documentation)</p>	<p><i>in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
Conference Branding	<ul style="list-style-type: none"> • Develop and refine branding elements for the conference with approval from MARINA; • Design branded materials and event collaterals such as invitations, microsite, online registration system (with data to be made accessible to MARINA), conference handbook, admin/logistical note, program, banners, signages, folders, tarpaulins, ID badges, etc; • Facilitation and assistance to MARINA for the credentialing system (pre-conference and during the conference); • Readily available printer for the facilitation 	

	<p>of on-site credentials;</p> <ul style="list-style-type: none"> • Ensure all digital and print materials and event collateral adhere to the approved branding elements for the conference. • Basic styling of conference stage and venue, in coordination with the venue supplier; • Develop key visuals for the conference to be shown on screen (e.g. logo loop, segment, name bumpers, etc.) • Design, printing, set-up of photowall/background with lighting for the conference with dimensions of approximately 8x10 ft <p>Timeline:</p> <ul style="list-style-type: none"> • Indicative deliverables: <ul style="list-style-type: none"> ○ Major branding elements (e.g. logo, colors) ○ Microsite and invitation-related materials ○ Other materials that will be used during the conference proper - TBD • *Actual deadlines will be decided upon the first coordination meeting with the conference coordinator (depending on the material). <p>Documentary Requirements: Submit sample event branding folio and sample event collateral designs</p>	
Conference Collateral Design and Printing	<ul style="list-style-type: none"> • Design and production of conference kit bags reflective of the conference's branding and theme (220 pieces) with the approval of MARINA; • Design and printing of ID badges with customized event lanyards (300 pieces) with the approval of MARINA; • Design and printing of event program (colored), folder, notepad, and ballpen (220 pieces) with the approval of MARINA; • Design and printing of pull-up banners, registration wall, streamers, and posters (as appropriate) with the approval of MARINA; • Design and printing of country name plates and provision of acrylic name sign holder (220 pieces) with the approval of MARINA; • Assemble collaterals for the conference 	

	<p>kits/bag (containing event program, folder, tokens from organizers/partners) with the approval of MARINA;</p> <ul style="list-style-type: none"> • Design and production of the token souvenirs for speakers with the approval of MARINA; • Provision of conference uniform to event facilitators (60 pieces) with the approval of MARINA; and • All Collateral Designs shall be in accordance with the approved Conference branding and theme. <p>Timeline:</p> <ul style="list-style-type: none"> • The actual deadline for designs will be decided upon the first coordination meeting with the conference coordinator (depending on the material). <p>Documentary Requirements: Submit a sample of event collateral designs</p>	
Development and Management of Online Pre-Registration and Onsite Registration	<ul style="list-style-type: none"> • Development and management of an online registration system with electronic confirmation, with access to designated key officials of MARINA • Weekly submission of an updated database of registered participants (for reference of MARINA); • The design of the online registration system should be aligned with the event branding. • On the day of the event, on-site registration of participants and distribution of ID badges/over-passes to delegates and secretariat personnel • Updated register of participants who have arrived for attendance checking. <p>Timeline:</p> <ul style="list-style-type: none"> • Indicative deliverables: <ul style="list-style-type: none"> ○ Roll-out of online registration system • *The actual deadline will be decided upon the first coordination meeting with the conference coordinator. <p>Documentary Requirements:</p> <ul style="list-style-type: none"> - Submit a description/proposal and samples of the online and on-site 	

	<p>registration system</p> <ul style="list-style-type: none"> - Requirement of physical signature 	
Development of a Microsite for the Conference	<ul style="list-style-type: none"> • Design and develop a secure microsite available for one year, which will serve as a repository of all updated information on the conference, including post-conference reports, links, and updates. • Regular updating of the microsite based on new information (at least once a week); • The design of the microsite should be aligned with the event branding; <p>Timeline:</p> <ul style="list-style-type: none"> • Indicative deliverable: <ul style="list-style-type: none"> ○ First launch of the microsite ○ • *The actual deadline will be decided upon the first coordination meeting with the conference coordinator. <p>Documentary Requirements: Submit sample event microsites developed</p>	
Logistics Coordination for Participants Arriving from Abroad	<ul style="list-style-type: none"> • Responsible for organizing, managing, and coordinating the smooth arrival and departure with the MIAA Public Affairs Office • Responsible for coordinating hotel and airport transfer, and hotel check-in/check-out of VIPs, speakers, and sponsored participants; • Create a master list and plan for logistics coordination of arrivals/departures. • Assign Liaison Officers/Coordinators in airports for the arrival and departure of VIPs, speakers, and sponsored participants, and ensure they are transferred to the hotel/airport; • Assign Liaison Officers/Coordinators to provide hotel check-in/check-out support. • Responsible for the coordination with accredited hotels near the conference site; 	
Conference Stage Management and Participant Management	<ul style="list-style-type: none"> • Ushers for welcoming, handling, and managing participants; • Floor Direction and Stage Management for Speakers and Panelists; • Security personnel and checking that only registered participants are in attendance; • Assisting Guests with Special Needs; • Emergency management; 	

	<ul style="list-style-type: none"> • Ensure venue cleanliness in coordination with the venue supplier; • Assign a lead coordinator for social events/reception within the conference; and • Coordination with the caterer on the management of provision of food and beverages. 	
	Timeline/Duration: September 01-02, 2025	
Full Sounds and Lights Set-up with LED Wall	<ul style="list-style-type: none"> • Stage set-up with backdrop and LED Wall in the main meeting room (conference room), the second meeting room (bilateral/press briefing room), and the venue for the dinner reception; • Minimum of seven (7) sets of LED Wall plus support LED banner, as needed, size will be variable to the selected venue; • Photo wall and conference signage in the foyer; • Lights and Audio set-up appropriate for the conference and approximately 200 participants (see attached program), including but not limited to: <ul style="list-style-type: none"> ○ Stage set-up with wired, wireless, and headset/lapel microphones for main speakers/podium, 5 panelists per session, Q&A, <u>2 days for the main meeting room</u> ○ 2 wireless microphones for emcees <u>for 2 days</u> ○ 12 wireless microphones with a stand for the audience (Q&A) <u>for 2 days</u> ○ Back-up microphones ○ Extra batteries for the wireless microphones • Event technical operators and the main Control and Technical Booth (Main Audio Mixer and Light Controller) • Teleprompter/TV screen for presenters (on the floor, so presenters can see their slides) • At least two (2) - 60 inches screens for the audience at the back to see slides (as appropriate) • Wireless Presentation Clicker for the speaker • Internet/Connectivity Set-Up (depending on the event set up requirements), back-up from venue (at least 50mbps or 	

	<p>more)</p> <ul style="list-style-type: none"> • Prior planning and technical rehearsals for seamless execution of the program, especially for presentations. <p>Timeline/Duration: September 01-02, 2025</p> <p>Documentary Requirement: Submit proposed sound and lights equipment specifications</p>	
Live Feed and Highlights Video	<ul style="list-style-type: none"> • Full event photo and video coverage, with at least 3 video cameras/camera systems; • Video live feed; • Production of a highlight video to be shown before the program ends. • Copies of video coverage – raw coverage and edited coverage; • Audio file of coverage. • Provide a post-conference photo digital album of the conference events <p>Documentary Requirements: Submit sample video coverage and video highlights produced.</p>	
Livestream	<ul style="list-style-type: none"> • Livestream of the event via event microsite and MARINA's YouTube and/or Facebook channel; • Video conference set-up for speakers and participants participating online. • Prior planning and technical rehearsals for seamless execution of live stream and video conferencing. <p>Documentary Requirements:</p> <ul style="list-style-type: none"> - Submit a sample livestream video, preferably with online participation/video conferencing; <ul style="list-style-type: none"> • Timeline/Duration: September 01-02, 2025 	
Emcee	<ul style="list-style-type: none"> • Provide a Master of Ceremonies (Emcee) for the 2-day event <ul style="list-style-type: none"> o To welcome participants o To announce transitions o To introduce speakers & panelists o To set the tone and establish the energy to ensure continued audience engagement for the reception • Develop the event script in coordination with MARINA 	

Sourcing of Performers	<ul style="list-style-type: none"> • Identify, coordinate, and manage a group of cultural performers for the dinner reception on 01 September 2025; • Provide options of performers preferably Quartet to MARINA for approval. • Ensure performers are briefed on schedule, venue setup, and audience preferences; • Assist the performers on the day of the event; • Coordinate technical needs for performances (sound, lighting, rehearsal schedule, <i>if necessary</i>); and • Supervise and troubleshoot the performance to ensure seamless execution. 	
Compensation	<ul style="list-style-type: none"> • Provide for and facilitate the processing of the payment of compensation for the performers, the emcee, security personnel, and other agents, as necessary. 	

I hereby undertake to comply and deliver all the above requirements.

Company Name

Name and Signature of Authorized Representative

Date

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR**;

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Section IX
Bidding Forms

COMPANY LETTERHEAD

Statement of ongoing government and private contracts

**PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE
INTERNATIONAL CONFERENCE ON SEAFARERS' HUMAN RIGHTS, SAFETY AND
WELL-BEING ON 01 TO 03 SEPTEMBER 2025**

Statement of all its ongoing government and or private contracts within the last **Five (5)** years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid.

Name	Name of Contract	Date and status of contract	Kinds of Service	Amount of contract	Value of outstanding contracts	Date of Delivery	Purchase order Number/s or Date of Contract/s
Total value of outstanding contract:							

CERTIFIED CORRECT:

Name and Signature of Authorized Representative

Position

COMPANY LETTERHEAD

Statement of Single Largest Completed Contract (SLCC)

PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE
INTERNATIONAL CONFERENCE ON SEAFARERS’ HUMAN RIGHTS, SAFETY AND
WELL-BEING ON 01 TO 03 SEPTEMBER 2025

Statement of Single (1) Largest Completed Contract of Similar nature within the last **five (5)**
years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of
the Approved Budget of the Contract (ABC)

Name of client	Name of Contract	Date of contract	Kinds of Service	Value of contract	Date of completion	Contract Memorandum of Agreement; and Certificate of End-user’s Acceptance (EUA) or Official Receipt (OR)/ Collection Receipt covering the full amount of contract (copies attached)

CERTIFIED CORRECT:

Name and Signature of Authorized Representative

Position

Date

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of
[month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)
S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. Replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of
[month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____)

S.S. AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

COMPANY LETTERHEAD

PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE
INTERNATIONAL CONFERENCE ON SEAFARERS’ HUMAN RIGHTS, SAFETY AND
WELL-BEING ON 01 TO 03 SEPTEMBER 2025

Certificate of Net Financial Contracting Capacity

(Please show figures at how you arrived at the NFCC)

This is to certify that our Net Financial Contracting Capacity (NFCC) is
₱(P_____) which is at least equal to the ABC to be bid. The amount is computed
as follows: (Please show computation of NFCC)

$$\text{NFCC} = [(\text{CA}-\text{CL}) (15)] - \text{C}$$

Where:

CA	=	Current Assets
CL	=	Current Liabilities
C	=	Value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NOTE:

The values of the bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR (Sec. 23.4.1.4.), Revised IRR of RA 9184.

Issued this _____ day of _____, 20____

Name & Signature of Authorized Representative

Position

Date

PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE
INTERNATIONAL CONFERENCE ON SEAFARERS’ HUMAN RIGHTS, SAFETY AND
WELL-BEING ON 01 TO 03 SEPTEMBER 2025

Joint Venture Agreement*

This **PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT**

VENTURE, executed by:

... a sole proprietorship/partnership/corporation duly organized and
existing under and by virtue of the laws of the Philippines, with offices located at
....., represented herein by its
....., hereinafter referred to as“... ”;

-and-

... a sole proprietorship/partnership/corporation duly organized and
existing under and by virtue of the laws of the Philippines, with offices located at
....., represented herein by its
....., hereinafter referred to as“... ”;

-and-

... a sole proprietorship/partnership/corporation duly organized and
existing under and by virtue of the laws of the Philippines, with offices located at
....., represented herein by its
....., hereinafter referred to as
(hereinafter referred to collectively as “Parties”)

For submission to the **Bids and Awards Committee** of the **MARITIME INDUSTRY
AUTHORITY**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and
Regulations (IRR) of Republic Act (RA) No.9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will
be conducted by the **MARITIME INDUSTRY AUTHORITY**, pursuant to Republic Act No.
9184 and its implementing rules and regulations, with the following particulars:

Bid Reference No.	
Name/Title of Procurement Project	
Approved Budget for the Contract	

NOW, THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to their joint cooperation for this bid project, in the event that their bid is successful, furnishing the MARINA BAC a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated responsive bid or highest rated responsive bid (as the case maybe).

*if applicable

That furthermore, the parties agree to be jointly and severally under the said Joint Venture Agreement;

THAT finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non- issuance of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by MARINA under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of MARINA.

This undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above- written.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____, Philippines. Affiant exhibited to me his/her competent evidence of Identity (as defined by 2004 Rules on Notarial Practice issued _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
; Page No. _____;
Book No. _____;
Series of _____

Annex “H”

Bid Form for the Procurement of Services

*[shall be submitted with
the Bid]*

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of

of agent Currency Commission or gratuity

(if none, state "None")/

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Company Letterhead

Financial Bid Form

Description	Quantity	ABC	TOTAL BID PRICE (inclusive of VAT)
PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE INTERNATIONAL CONFERENCE ON SEAFARERS’ HUMAN RIGHTS, SAFETY AND WELL-BEING ON 01 TO 03 SEPTEMBER 2025	1 lot	₱4,500,000.00	
Total Bid Price Inclusive of VAT in Words			

[signature over printed name]

[in the capacity of]

The financial bid form shall be supported by a cost breakdown.

